

Woburn Redevelopment Authority
Minutes for May 21, 2018 Meeting
In the Engineering Conference Room
And
Council Committee Room
10 Common Street, Woburn, MA

Chairman Queenin called the May 21, 2018 Woburn Redevelopment Authority meeting to order at 5:15 p.m.

1. Roll Call of Members

Mr. Gary Fuller, Mr. Art Duffy, Mr. Wayne McDaniel, Mr. David Ryan and Chairman Queenin were present. Additionally, WRA Administrator Tina Cassidy was in attendance.

2. Approval of Minutes: April 24, 2018

Duffy moved to approve the aforementioned minutes, as submitted;
Fuller seconded;
Motion carried, 5-0-0.

3. Bills to be Paid

Queenin asked if there were any bills to be paid. Cassidy responded that there were none.

4. Monthly Financial Report

Queenin reviewed the monthly financial report, noting that the account balances remain healthy at \$80,153.53 and \$26,684.73 for the sign program

McDaniel moved to accept the financial report, as submitted;
Ryan seconded;
Motion carried, 5-0-0.

5. Correspondence

Queenin asked if there was any correspondence to discuss. There was none.

6. Update on Storefront Façade and Sign Program

Cassidy reported that the Authority has received a completed and approved application for a new awning with lettering. The applicant is Lavish Beauté Salon, located at 40 Montvale Avenue. Cassidy stated the application is complete and recommends the Authority approve the funding. The lowest of three (3) bids for the awning was \$1,700.00 so the amount of the grant award to this business will be \$850.00 (50% of \$1,700). She asked the members to vote to approve the grant which will authorize the Chair to sign the grant agreement Planner/Grant Writer Dan Orr will finalize next week.

Fuller moved to award a \$850 sign grant to Lavish Beauté Salon.
McDaniel seconded;
Motion carried 5-0-0.

7. Update on Downtown Parking-related Issues

Cassidy explained that the Authority will soon be recessing this meeting to the City Council Chamber so that members can hear a presentation/update on the Woburn Center safety redesign project. Queenin asked Cassidy if she had an update on completion of the Library and the new parking lot there. She stated she did not have an updated report on construction progress but she can get one and share it with members shortly.

8. New/Other Business

a. Update on funding for wayfinding/branding initiative

Cassidy explained that a contract has been signed with Favermann Design for phase two of the wayfinding program. She will invite Mr. Favermann to attend the next meeting to provide an update/explanation of steps to complete phase two. Cassidy stated that a committee will need to be formed to work with Mr. Favermann and said the WRA members could serve as that committee if desired. Queenin stated his preference would be to retain the same committee members that served during phase one.

b. Other Matters

Cassidy explained that the City was fortunate to have been awarded a grant that will provide design assistance to the City in redesigning the small pocket park on Main Street adjacent to Gene's Flatbread Café. The design team will be hosting an on-site public event sometime in June to seek public comment and ideas on how to improve that public space. Cassidy will notify members as soon as the date is set (likely a late Thursday afternoon event, as currently envisioned).

Queenin asked if there were any other matters for discussion before recessing the meeting to the Chamber to hear the presentation. There is none.

9. Recess and Reconvene in City Council Chambers

McDaniel moved to recess the WRA meeting until 6:00 p.m. in the Council Chambers;
Fuller seconded;
Motion carried 5-0-0.

The WRA meeting was reconvened at 6:00 p.m. in the Council Chambers and members listened to the presentation by WorldTech Engineering relative to potential safety, traffic and parking improvements to Woburn Center.

There being no further business, McDaniel moved to adjourn the meeting at approximately 6:45 pm;
Seconded by Ryan;
Motion carried, 5-0-0.

Meeting adjourned at approximately 6:45 p.m.

Respectfully Submitted,

Tina P. Cassidy
WRA Administrator